

# Retention and Classification Report

**Agency:** Rich County (Utah). County Commission (839)

Rich County Courthouse  
21 South Main  
Randolph, UT 84064  
793-2415

## Records Officer

25804	Minutes
03763	Poll book

**AGENCY:** Rich County (Utah). County Commission

**SERIES:** 25804

3

**TITLE:** Minutes

**DATES:** 1864-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 10.

**AUTHORIZED:** 03/23/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

**AGENCY:** Rich County (Utah). County Commission

**SERIES:** 25804

**TITLE:** Minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal

Minutes document the history and functions of agencies. They have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Rich County (Utah). County Commission

**SERIES:** 3763

3

**TITLE:** Poll book

**DATES:** 1940-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

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